

Bank reconciliation

Name of smaller authority: Sutton by Dover Parish Council

County area (local councils and parish meetings only): Dover

Financial year ending 31 March 2018

Prepared by Susan Smith Clerk and RFO (Name and role)

Date 17th April 2018

| | £ | £ |
|--|----------|---|
| Balance per bank statements as at 31 March 2018: | | |
| Current a/c | 13850.05 | |
| Reserve a/c | 15580.12 | |

| | | |
|----------------------------------|-------|----------|
| | <hr/> | 29430.17 |
| Petty cash float (if applicable) | | |

| | | |
|---|--------|--------|
| Less: any un-presented cheques at 31 March 2018 | | |
| Chq no. 1259 | 337.50 | |
| Chq no. 1260 | 37.68 | |
| Chq no. 1261 | 168.00 | 543.18 |

| | | |
|--|-------|--------|
| Add: any un-banked cash at 31 March 2018 | <hr/> | 355.00 |
| HMRC refund | | |

| | | |
|--|-------|----------|
| Net balances as at 31 March 2018 (Box 8) £29242 | <hr/> | |
| | | <hr/> |
| | | 29241.99 |

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

| | |
|---|----------|
| Opening Balance 1 April 2017 (Prior year Box 8) | 15987.65 |
| Add: Receipts in the year | 22903.06 |
| Less: Payments in the year | 9648.72 |

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

| | | |
|---------------|-------|----------|
| £29242 | <hr/> | 29241.99 |
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